

# **Criglersville School Property Repurposing Advisory Committee Charter**

*Approved May 22, 2018*

## **Mission**

The purpose of the Criglersville School Property Repurposing Advisory Committee (the “Committee”) is to study the real estate owned by Madison County known as the Criglersville School property, including all buildings and grounds at the site, and to advise the Madison County Board of Supervisors (the “Board”) on that property’s future use.

## **Background**

There being no other apparent feasible alternative, the Board is considering the demolition of the Criglersville School building which would involve a significant outlay of County funds.

The Criglersville School has been vacant for many years. Although much study has been put into the sale or reuse of the building and grounds, progress has been stymied by the presence of asbestos in the school building, the property being in a flood plain, the remoteness of the property from high traffic areas and distance to utility services, the use of the former dwellings on the property as a polling place and a museum, and the sheer cost of improvement or demolition. Through the work of the Committee, the Board desires to find an appropriate and affordable reuse of the property to relieve the burden and liability associated with then demolition or, alternatively, the ownership and maintenance of a vacant and deteriorating building.

## **Authority and Responsibilities**

### *Discovery*

The Committee is expected to accumulate, review, and compile information on the property to include ideas for its future use. The Committee may, in its discretion, hold community feedback sessions or public hearings for the purpose of facilitating a dialog with interested parties.

### *Public Information*

The Committee’s activities shall be undertaken such that facts and ideas are openly and fairly presented to Madison County residents. The Committee’s working papers should be promulgated via posting on the Madison County web site.

### *Evaluation*

As it evaluates long term options for the property, the Committee should consider the benefit of any such future use to Madison County residents, risk factors, long term fiscal sustainability, impact on the neighborhood, laws and regulations (including zoning), costs and other important factors.

### *Recommendation*

The Committee shall present a concise report of its findings and recommendations to the Board in October 2018.

## **Organization**

### *Membership*

The Committee shall consist of at least five but no more than seven members. Any individual assigned by the Board to assist the Committee shall be considered a non-voting, ex officio member of the committee. Committee members are considered uncompensated volunteers.

Committee members shall be appointed by the Board on the basis of their familiarity with the Criglersville School property and appreciation of its history, construction and real estate improvement, and the development and operation of community and nonprofit organizations. Current and former members of the Board and the Madison County Planning Commission are deemed qualified for appointment to the Committee.

#### *Term and Authority*

The Committee is created as a temporary body. The Committee shall have no legal responsibilities and is formed for the sole purpose of advising and making recommendations to the Board. It is expected that the Committee will have completed its work upon delivery of a full and final report to the Board by October 31, 2018.

#### *Operation*

The Committee shall operate under Roberts Rules of Order. A quorum of any meeting of the Committee shall consist of a majority of its voting members. As a public body appointed by the Board, the Committee is subject the provisions of the Virginia Freedom of Information Act and the State and Local Government Conflict of Interest Act; all meetings times and locations shall be properly advertised, open to the public and documented via written minutes.

#### *Support*

The County Administrator or his designee shall serve as principal staff for the Committee. The Board may, in its sole discretion, provide nominal funding for the Board's activities if requested by the Committee.

#### *Meetings*

The Committee shall convene at least two times per month. Committee meetings shall be held in person and not via by teleconference or email. It is intended that the Committee would be a temporary body and disbanded as of November 1, 2018 unless additional duties are assigned to it by the Board.

#### *Agenda, Minutes, and Reports*

The Committee chair, in collaboration with the staff designee, shall be responsible for organizing and establishing the agendas for meetings. An agenda, together with relevant materials, shall be transmitted to Committee members at least 2 days in advance of the meeting. Minutes for all meetings shall be drafted by the staff designee, reviewed by the committee chair, and approved by committee members at the following meeting.